BAIL/FINES RECEIPT, BREAKDOWN, and DISTRIBUTION

521.1 POLICY

In the Thurston County Corrections Facility (TCCF), there will be a clearly defined process for collecting and receiving monies for bail and fines, to ensure reconciliation of funds for accounting purposes, and keep the courts advised on which inmates have posted bail and/or pay fines. Bail is accepted during limited times.

Per Legislation HB 2625, Title 10, no bail will be accepted for all probable cause felony arrests. A judicial review/hearing must be held prior to bail being established.

521.2 PROCEDURE

(a) **Verify no wants exist via (WASIS/WACIC)**

(b) **If bail is going to be posted, the Deputy will ensure the correct bail book is used. Only three (3) bail books will be used in the Bail/Release area at one time. They will be labeled:**

  (a) **Superior Court book will be used for Superior Court bail only.**

  (b) **District Court book will be used for all jurisdictions that use District Court bail only.**

  (c) **Municipal Court book will be used for Municipal Court and out-of-county bail only.**

(c) **A member will ensure the person(s) posting bail have valid identification (ID) and are over the age of eighteen (18).**

(d) **Prior to receiving and accepting cash bail or a bail bond from a bail bonding company, the Booking Deputy will review the most recent Bail Bondsman List and corresponding maximum monetary amounts allowed for posting, that is generated by the Thurston County Superior Court, to ensure the bonding company is justified to write and post bail and/or bail bonds in Thurston County.**

521.2.1 ACCEPTABLE BONDING COMPANIES

The most current listings will be received for posting by the Support Supervisor . A designated member will post listings in the Booking, Release, and Housing areas of the Thurston County Corrections Facility (TCCF).

521.3 CASH BAIL

(a) With all-cash bail, a Deputy will count the currency or verify the bond amount and indicate the amount counted on the line marked “Dollars.” If more than $1,000.00 in currency is received, a second Deputy will confirm the amount and indicate they have done so by noting their call sign on the bottom of the bail receipt. If more than $10,000 in currency is received, the On-Duty Supervisor (ODS) will confirm the amount and

Copyright Lexipol, LLC 2023/01/17, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office

indicate they have done so by placing their call sign on the bottom of the bail receipt. If cash bail exceeds $10,000, the Deputy or ODS will also require the social security number and phone number of the party posting the bail.

(b) Accounting will not be called in after-hours even for large amounts of cash bail; however, they shall be notified if a large cash amount is posted during business hours, to allow them the option of getting the money to the bank. All $20.00 bills (Twenty) and above are to be checked by using fraud detector equipment provided.

521.3.1 COMPLETING THE BAIL RECEIPT

(a) **When receipting bail, the Deputy will write the name, date of birth, and current address of the person posting the bail in the space marked "Received of."If a bonding company is posting bail, the Deputy will view the agent's bonding company identification (ID) and ensure the expiration date is valid. The bonding company's name will be placed in the "received of" space.**

(b) **Write the name and Date of Birth of the inmate for whom the bail is posted in the space marked "For".**

(c) **In the space for "Charge", write the charge or abbreviation for the charge, i.e., Assault 1, 2, Driving While Intoxicated (DWI), Warrant Failure To Pay Fine (Wt FTPF), No Valid Operator's License (NVOL), etc.**

(d) **In the space marked "Court", write which court the bail is for, i.e., Superior Court or District Court. If for another agency, write the agency and court type.**

(e) **In the space for "Arresting Officer", write in the officer's name and agency initials, i.e., Washington State Patrol (WSP), Thurston County Sheriff's Office (TCSO), Lacey Police Department (LPD), Olympia Police Department (OPD), Tumwater Police Department (TPD), etc.**

(f) **In the space marked "Cause/Citation Number", write the correct number. DO NOT CONFUSE THIS WITH ARREST AGENCY CASE NUMBERS.**

(g) **All District Court citations (except Domestic Violence) or warrants will have printed numbers on them, not handwritten numbers. If the inmate has been to court, the cause number will be listed on the court order under the defendant's name.**

(h) **For Superior Court: If the person has been to court, the cause number will be in the upper right hand corner of the court order. If there is no cause number, write in defendant's booking number for which the bail is being posted.**

NOTE: All cash bail accepted for Superior Court matters require the Deputy to have the person posting bail complete the Thurston County Sheriff's Office (TCSO) "Bail Collection Agreement for Forfeiture Notification".

(a) **In the space marked "Sheriff", the Booking Deputy will print the Sheriff's name.**
(b) **In the space marked "By", the Deputy will sign their name.**
(c) **On the lower left corner of the bail receipt is a space marked "Total Amount." The Deputy will write in the total amount of bail received and then**

Copyright Lexipol, LLC 2023/01/17, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office

check the proper space to indicate if the bail is *cash, 10% posting, or bond*. If applicable, the Deputy will write the bond number in the space marked with the # sign.

(d) **The Deputy will add the defendant's Inmate Identification Number (Z00 number) at the bottom of the receipt.**

(e) **If the receipt is written for over $10,000 (CASH), the Deputy will also add the social security number and phone number of the party posting the bail on the receipt.**

(f) **If bail is posted for an inmate who is ordered to "Return to Court for Conditions if posted", the preliminary appearance date (in ATIMS under the "Booking" tab) will be changed to the next day to ensure the inmate will be seen by the courts for stipulations on the release conditions.**

521.3.2 BREAKDOWN OF THE BAIL RECEIPT

1. The white original will be given to the person posting the bail.

2. The yellow copy of the bail receipt will be attached to the front of the following items prior to placing them into the bail safe:

a. Arraignment notice
b. Bond or envelope containing monies
c. Copy of warrant, citation, Pre-Booking Form, or court order (whichever applies)

3. On the envelope containing the bail monies, write the name of the person for whom the bail was posted, the receipt number, and the date.If the bail monies total $1,000.00 or more in currency, a second Deputy will verify, count, and initial the bail receipt with their call sign.

4. The pink copy of the bail receipt will remain in the receipt book.

5. In the event of a voided receipt, the Booking Deputy will staple all three (3) copies together in bail book, and write void across the receipt.

6. If bail is posted/received on matters outside of Thurston County Superior Court and/or Thurston County or Lacey District Courts' jurisdictions, a "Bail Collection" notice will be sent, via an administrative message, through Washington State Patrol (WSP) A Central Computerized Service System/National Crime Information Center (ACCESS/NCIC).If the agency does not have the ability to receive the information in this way, a facsimile (fax) will be sent to them.A copy will be placed in the Inmate's Working File.The bond/bail is to be receipted on the Municipal Court ("Muni") bail book.Items that will be stapled together and put in the bail safe will be:

a. The yellow copy of bail receipt
b. A copy of the warrant or court order allowing bail
c. A copy of Bail Collection Notice
d. The bond or envelope containing the monies

Copyright Lexipol, LLC 2023/01/17, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office